



<b>Job Title</b>	Director, Facilities Management	<b>Job Code</b>	FS0425
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	23
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	0
		<b>Subfamily</b>	Facilities Administration

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Facilities Administration Professionals** involve the executive leadership of the various units within the Facilities areas.

**Job Summary**

Coordinates urban forestry and land management (natural resources) programs and staff.

**Representative Duties**

**1. Land Management**

- Coordinates projects within the land management program, including scheduling restoration activities, planning and monitoring flora and fauna, and implementing land management plan/conservation section of master plan
- Participates in natural lands maintenance and restoration, including wildfire mitigation and mechanical treatments
- Maintains quality and appearance of recreational trails and public use areas
- Manages specialized equipment

**2. Urban Forestry**

- Coordinates the urban forestry program, including tree pruning, inspection of new plant material, removal of hazardous trees and nuisance species in the canopy, and inventory and inspection of the campus canopy

**3. Compliance**

- Coordinates activities and supervises employees in compliance programs
- Compiles and analyzes data for technical reports to agencies
- Assists in developing and implementing appropriate ecosystem management practices
- Ensures permit conditions are obtained within specified time frames

**4. Emergency Management**

- Serves as essential personnel for UCF emergency management and responds to emergencies as required
- Oversees debris management activities for storm events; manages cleanup crews, and submits required paperwork to FEMA

**5. Burn Programs and Fire Prevention**

- Coordinates prescribed burn and wildfire program by writing, maintaining, and organizing fire prescription details
- Updates and creates community information and education pertaining to fire on campus, including website, dear neighbor letters (required by FL Statute 590), and other items
- Organizes and maintains fire crew certifications, training, and equipment

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**